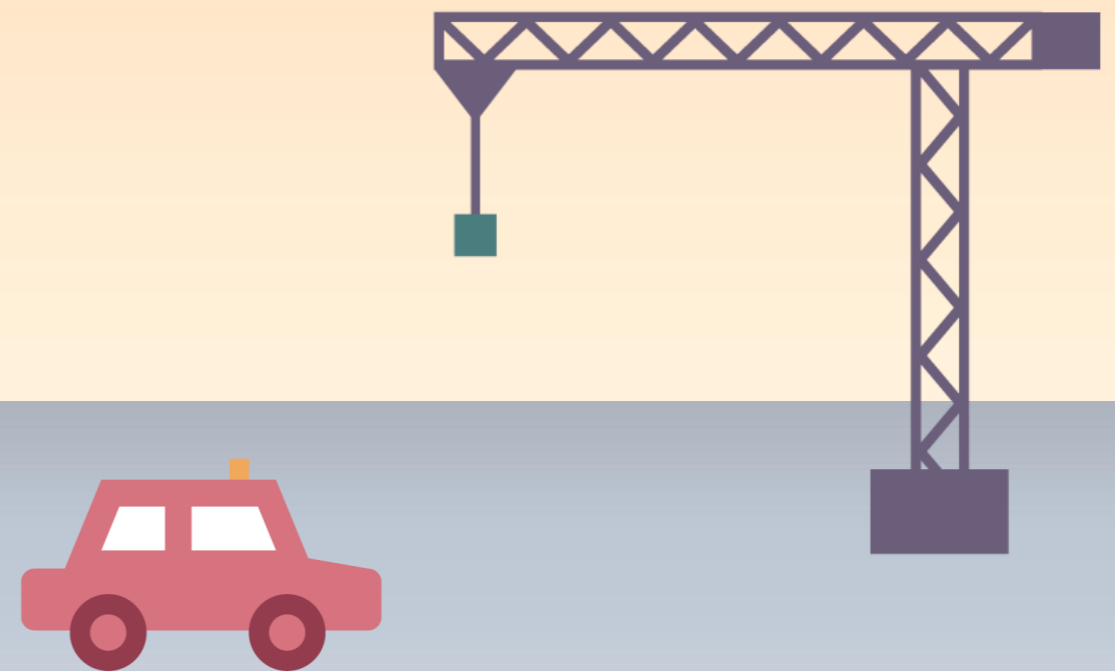


How to make right to work checks



Employers can avoid being fined by making right to work checks before hiring new employees.

This means checking your job applicants are allowed to do the type of work they're applying for in the UK.



Ask for the applicant's original identity documents that show they can work in the UK. This might be a Biometric Residence Permit or a passport – there's a full list of documents [on GOV.UK](#).



Check the documents are genuine and valid while the applicant is with you – either in person or on screen. Check the name, photo, and expiry date.



Make clear copies of the documents, record the date you made the check, and put the copies somewhere safe.

If you don't make these checks properly and employ an illegal worker as a result, you could be fined **up to £20,000**.

For more information go to

www.gov.uk/check-job-applicant-right-to-work